

Alcohol Safety Checklist



A vital part of loss control is identifying and removing or correcting unsafe activities or conditions before a loss occurs. This safety checklist is a tool to help you identify some areas that may need attention.

Preparation

- _____ Know the liquor laws in your state
- _____ Perform background checks prior to hiring employees

Adequate Training

- _____ Require state-certified alcohol awareness training for all alcohol servers
- _____ Create and post a written alcohol service policy for employees that includes:
 - Recognizing signs of intoxication
 - Refusing service to an intoxicated person
 - Training to spot a fake ID
 - Proper measuring of alcohol to control portions and increase your bottom line
- _____ Conduct regular staff meetings to reinforce training

Owner Toolkit

- _____ Install a point of sale (POS) system to increase efficiency and monitor alcohol service to patrons
- _____ Install a camera surveillance system to retain footage of on-site activity for at least 90 days
- _____ Utilize an ID scanner for all alcohol purchases
- _____ Post signs regarding zero tolerance and consequences for fake IDs
- _____ Maintain an incident log form to document all incidents that happen at your bar:
 - Description of incident and sequence of events
 - Date and time of incident
 - Names of all involved
 - Injuries, if any

Routine Procedures

- _____ Prohibit employees from consuming alcohol during work hours
- _____ Require proper identification from all patrons who appear to be under age 30
- _____ Have a third-party transit plan in place to obtain a taxi, Lyft or Uber for an intoxicated patron
- _____ Do not allow patrons to stay in the establishment after closing time
- _____ Engage in conversations with customers to look for signs of intoxication (e.g., slurred speech, unsteadiness, boisterous conduct, fixation of the eye, strong odor of alcohol, unusual talkativeness, sleepiness)
- _____ Avoid aggressive drink specials that encourage overconsumption:
 - All you can drink/Bottomless drinks
 - Buy one, get one
 - Cheap drinks (\$1 Jell-O shots)
 - Late-night happy hours
 - Drinking games
- _____ Maintain adequate staffing of bartenders at all times, particularly during special events that draw a larger crowd
- _____ Avoid signs and social media postings that make fun of drunkenness
- _____ Offer water and snacks to patrons who appear intoxicated

Your policy offers access to free and discounted resources through our Business Resource Center. Check it out today by visiting www.bizresourcecenter.com.

Resources include:

- ▶ Liquor training for \$11 per person (three-year certification)
- ▶ StateFoodSafety (100% online and approved by more health departments than any other food safety training)
- ▶ Background check services
- ▶ CPR and first aid training
- ▶ Sample incident reports (printable)